

Areas to be developed during the practical training period

Framework of practical experience,

- **Application of Technical Knowledge**

- **Develop Professional Skills**

- **Application of Professional Values, Ethics and Attitudes; and**
 - **Gaining Responsibility progressively with the completion of each stages of training period**
 - **Improve Business Awareness as an integral part of the process in acquiring Learning outcomes of other competence areas**

SKILL ASSESSMENT REPORT

Details of Trainee

Name of the Student				CA Reg. No	
Organisation				Agreement No	
Level of training		Period of Training	From :	Review Period	From :
			To:		To:
Name of the line Manager/Immediate Supervisor (if applicable)				Membership No (if applicable)	
Name of the Supervising Member				Membership No	
Date of Submission by the Student for Evaluation					
Evaluation Date & Signature	By Line Manager (if applicable)		By Supervising Member		
	Date	Signature	Date	Signature	
Date submitted to CA Sri Lanka	Date Seal				

GUIDELINES FOR TRAINEES

- You have to complete the Skill Assessment Report for every six months period of training demonstrating the achievement of Learning Outcomes (LOs).
- Detail Learning outcomes and overall objectives to be achieved under each competence areas are given in relevant competence documents.
- Provide examples of practical work experience in achieving each learning outcomes under relevant competence areas. You can use more space within the given format depend on the learning outcomes achieved during the review period.
- You have to provide detailed and a wide range of content to show how you have progressed within the period.
- Record the important facts you have learnt through practical experience.
- Your records on achievement of LOs should be independent summary of experience gathered and you are strictly advised that you should not copy and paste one record in to other record.
- There are compulsory learning outcomes required to complete in order to become a professional accountant, so we recommend that you should achieve all of them before applying for certificates or membership.
- Given Learning outcomes are not a comprehensive list of work. You may add any other work which you have performed under each competence area as applicable.
- Your achievement report should be submitted to the line manager/immediate supervisor at the end of six months period for his/her comments on achievements and recommendations for required developments and to forward to the supervising member.
- Supervising member will interview you to review the achievements and advice on required developments before signing off the skill assessment report.
- Skill Assessment Report need to be submitted to CA Sri Lanka within one month and two weeks period from the six months ended date. Non-compliances will be liable for penalty extension to the training period.
- This report is in addition to the submission of quarterly training records based on number of days. Therefore, you can submit relevant 2nd quarterly summary and this report to the line manager for his/her review
- If you have covered 6 out of 10 leaning outcomes of Financial accounting within the first six months period, you will get marks based on 60% out of 100 % and you have to achieve the balance compulsory learning outcomes within the next 6 months

My Achievements:

Technical Competence

Competence/ Development area	Reference No to LO	My Achievements within the Six Months Period ended on.....
Financial Accounting		
Management Accounting & Financial Management (Compulsory only for NPP sector)		
Statutory Audits		

My Achievements:

Technical Competence (continue...)

Competence/ Development area	Reference No	My Achievements within the Six Months Period ended on
Internal Audit (Compulsory only for NPP sector)		
Taxation		
Information Technology		
Secretarial Practices (Compulsory only for PP-Business & Corporate levels)		

My Achievements :

Professional Skills

Competence/ Development area	Reference No	My Achievements within the Six Months Period ended on.....
Intellectual skills		
Interpersonal and communication skills		
Personal skills		
Organizational skills		

Summary of Achievements (please tick the boxes against the given against reference number for learning outcomes under each category if you have achieved any of them considering the achievements recognised at previous reviews too)

1.1		2.1			Need to fill the balance part here.....	
1.2		2.2				
1.3		2.3				
1.4		2.4				
1.5		2.5				
1.6		2.6				
1.7		2.7				
1.8		2.8				
1.9		2.9				
1.10						

Line Manager's & Supervising member's Comments & Recommendations

A. Achievements

Line Manager	Supervising member

B. Development Requirements & Action Plan – By supervising member

Evaluation of development requirements identified at last review	Development Requirements for the next 6 months

Overall rating Weak / Satisfactory / Good / Excellent

Note for rating

Excellent	Achieved more than 50 % of LOs assigned for the training level within 1st six months and 100% within the year. Answered for questions very confidently and show that he /she has acquired competence more than required	Satisfactory	Achieved more than 30% of LOs within 1st six months and a minimum of 60% within the year Answered for questions at a satisfactory level and show that he /she has acquired majority of competence
Good	Achieved more than 40% of LOs within 1st six months and a minimum of 80% within the year Answered for questions confidently and show that he /she has acquired competence required	Weak	Achievement is less than 30 % within first six months and less than 60 % within the year. Could not answer satisfactory and could not show that competencies are achieved

Weak

Next review date

Agreed on the action plan to deal with development needs? Yes / No

Signature of the Student Date

Evaluation Date & Signature	By Line Manager (if applicable)		By Supervising Member	
	Date	Signature	Date	Signature